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State of Hawaii
Department of Public Safety
Hawaii Paroling Authority

Addendum A
May 16, 2005

To

Request for Proposals

RFP No.: PSD 05-HPA-21

**Pre-employment, Job Development
and
Job Placement Services
for
Parolees on the Island of Oahu**

Date Issued: April 29, 2005

May 16, 2005

ADDENDUM A

To

REQUEST FOR PROPOSALS

**Pre-employment, Job Development and
Job Placement Services
for
Parolees on the Island of Oahu**

RFP No.: PSD 05-HPA-21

The Department of Public Safety, Hawaii Paroling Authority is issuing this addendum to RFP Number: PSD 05-HPA-21, Pre-employment, Job Development and Job Placement Services for Parolees on the Island of Oahu for the purposes of:

- ☒ Responding to clarifications to the RFP document that were requested at the orientation meeting of May 12, 2005.
- ☒ Amending the RFP.

The proposal submittal deadline:

- ☒ is amended to June 13, 2005.
- ☐ is not amended.

Enclosed is (are):

- ☒ A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- ☒ Amendments to the RFP.

Should you have any questions, contact: Mr. Marc Yamamoto, at telephone (808) 587-1215, email at marc.s.yamamoto@hawaii.gov or

Department of Public Safety
Planning, Programming and Budget Office—Purchasing and Contracts
919 Ala Moana Boulevard, Room 413
Honolulu, Hawaii 96814

Clarifications and amendments to the RFP are as follows:

1. The proposal submittal deadline is changed

FROM: June 10, 2005
TO: **June 13, 2005**

2. Page 1-4, Section 1.VII.6 – Tax Clearance

Tax Clearance shall be submitted upon the notice of award.

3. Page 2-2, Section 2.II.A.4, change “should” to “**shall**”.

4. Page 2-4, Section 2.III.A.5 is changed to read:

Placement of the parolee in [~~a subsidized training program and/or~~] full-time gainful employment consistent with the initial assessment. Full-time gainful employment shall be defined as not less than thirty-two (32) hours and can not be seasonal or temporary.

5. Page 2-5, Section 2.III.B.4, the following item is changed:

Service provider shall provide a detailed description of its outcome evaluation and measures of effectiveness to include the following:

- a. Number of pre-employment training sessions completed;
- b. Number of assessment and counseling sessions completed;
- c. Number of life skills training sessions completed;
- d. Number of employers contracted and met in person to discuss the employment needs of parolees;
- e. Number of parolees placed into full-time gainful employment;
- f. Number of parolees who maintained full-time employment for thirty (30) consecutive days.

Initial employment placement shall be defined as having the parolee in a job not less than 32 hours per week. The job shall include state and federal deductions. The job placement shall be intended for an indefinite duration and cannot be seasonal in nature nor temporary.

Completed employment placement shall be defined as having the parolee continuously employed in a full-time job which is not less than 32 hours per week for a period of not less than thirty (30) consecutive days (excluding weekends and State observed holidays). The Provider shall maintain at least weekly telephonic or face-to-face contact with the parolee to ensure

that he/she is adjusting satisfactorily. Job placement shall be intended for an indefinite duration and cannot be seasonal in nature or temporary.

6. Page 2-5, Section 2.III.B.6, the following item is added:

Capability to coordinate services with other agencies and resources in the community.

7. Page 2-6, Section 2.III.B.9, the following item is changed:

Proposals [must] shall include the unit cost for each component as well as the estimated number of units to be provided as follows:

Cost per pre-employment training session per parolee;

Cost per assessment and counseling session per parolee;

Cost per life skills training session per parolee;

Cost per initial employment placement per parolee; and

Cost per completed employment placement per parolee.

8. Page 3-4, Section 3.V.A., add the following:

- SPO-H 206B, Budget Justification - Personnel: Payroll Taxes, Assessments & Fringe Benefits

9. Page 4-3, Section 4.III.B.(4), Add the following:

- Adequacy of accounting system.

10. Section 5, Attachment A, Proposal Application Checklist, add the following

"X" under the "Required by Purchasing Agency" column for the following SPO-H forms: 205; 205A; 206A; and 206B.